Burnt Ranch Elementary School District
Board of Trustees Regular Meeting
Burnt Ranch Elementary School
251 Burnt Ranch School Road
Burnt Ranch, California

Thursday, April 6th, 2017
1:00 pm Regular Session

MINUTES

ATTENDANCE: Katherine Bauer-Helwig, Cyn Van Fleet, James King, Sarah Brown, Jeff Caldwell, Kathleen Graham, Katie Niday, Kevin Nolan

1.0 Formal Opening

1.1 Katherine Bauer-Helwig called the meeting to order at 1pm
1.2 There have been no additions or changes to agenda

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

3.0 Accept Open Session Agenda

Motion__James King_____Second__Cyn Van Fleet_______Vote: Unanimous__

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1 Minutes – March 2nd, 2017
Passed by Consent
4.2 Warrants – February 23rd, 2017 – March 22nd, 2017
Passed by Consent
4.3 Minutes – Emergency Board Meeting – March 24, 2017
Passed by Consent
4.4 Minutes – Special Board Meeting – March 30, 2017
5.0 **Correspondence**

6.0 **Reports**

6.1 **Business**
Jeff will report later in the meeting

6.2 **Construction and Modernization Project Update**
Four portables have been brought onsite and the rest are planning to be brought once the weather is cooperating. They are fitting nicely into their space. The abatement people are scheduled to come next Wednesday. Sarah Brown expressed community concerns about the chemicals that would be used in the abatement process and was assured that the students would have no contact with any fungicides or other toxins. Two contracts have been signed: Pace Engineering for setting up the portables and Adams, Silva & McNally, LLP for providing on-going legal counsel/advice for the project.

6.3 **Superintendent**
There was a successful ski/snowboard trip to Mt. Shasta. Trinity County History Day went well and seven BRS students qualified for the state competition. Report Cards have been sent home, parent conferences were held for a few of our students. Honor Choir attended the annual event in Humboldt County, and it was a great experience. There have been a number of successful field trips and community members and parents had their second meeting at the Hawkins Bar Grange Hall. All students are currently on independent study and study sessions are being held regularly.

6.4 **Enrollment and Attendance**
Attendance dropped slightly to 94%

6.5 **Staff**

7.0 **General Business**

7.1 **Review/Approve Hiring of Architect for Construction and Modernization Project in Response to the Request for Statements of Qualifications for Architectural and Engineering Services**
Kathleen Graham, Jeff Caldwell, and Kevin recommended that PBK for their architectural and engineering services. Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

7.2 **Review/Approve Resolution #2017-09 Adopting Debt Issuance and Management Policy**
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

7.3 **Review/Approve Memorandum of Understanding Between Klamath-Trinity Jointy Unified School District and Burnt Ranch Elementary School District**
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

7.4 **Review/Approve Resolution #2017-10 Intent to Apply for Design Apportionment from Office of Public School Construction (OPSC)**
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.5 Review/Approve Board Policies
BP/AR3312 Contracts
BP 3470 Debt Issuance and Management
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

7.6 Review/Approve Graduation Date
Graduation day will be Wednesday, June 14th.
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.7 Review/Approve State History Day Itinerary
State History Day will be on May 6th and 7th in Sacramento
Approved in a motion by James King; Second Sarah Brown; Unanimous

7.8 Review/Approve 8th Grade Trip Itinerary
The 8th grade trip will be June 5th – June 8th to San Francisco; Students will attend an A’s game, Fisherman’s Wharf, Alcatraz, Academy of Sciences, Golden Gate Park, China Town, then will go to Vallejo and Six Flags.
Approved in a motion by James King; Second Cyn Van Fleet; Unanimous

7.9 Review/Approve 4th Grade Trip Itinerary
The 4th Grade trip will be May 8th and 9th to Sacramento
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

7.10 Review/Approve Williams Quarterly Report
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous

7.11 Discussion Regarding 2017/18 School Calendar
Tabled until May meeting

7.12 Review/Approve The Request for Allowance of After School Education and Enrichment Program Attendance Because of Emergency Conditions on March 15, 2017
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.13 Request for Allowance of After School Education and Enrichment Program Attendance Because of Emergency Conditions March 27, 28, 29, 30, 31 and April 3, 4, 5, 6, 7, 2017
Approved in a motion by James King; Second Sarah Brown; Unanimous

8.0 Future Business

8.2 May Board Meeting – Thursday, May 4, 2017 – 4:00pm
8.3 Brown Act Board Training – Monday, May 15, 2017 – 4:30pm @ TCOE

9.0 Adjourn to Closed Session

9.1 Government Code 54956.9(d) *
Conference with and/or receive advice from legal counsel on existing or anticipated litigation

10.0 Reconvene to Open Session

11.0 Adjourn at 3:00pm
Burnt Ranch Elementary School District
Board of Trustees Regular Meeting
Burnt Ranch Elementary School
251 Burnt Ranch School Road
Burnt Ranch, California

Thursday, August 10th, 2017
9:00am Regular Meeting

AGENDA

1.0 Formal Opening

1.1 Katherine Bauer-Helwig called the meeting to order at 9:00am
1.2 There were no additions or changes made to the agenda

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

3.0 Accept Open Session Agenda

Motion_______James King_______Second___Cyn Van Fleet_______Vote___Unanimous__________

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1 Minutes – July 17th, 2017
Passed by Consent

4.2 Warrants - July 12th, 2017 – August 2nd, 2017
Passed by Consent

5.0 Reports

5.1 Business
Jeff Caldwell reported that at the September 7th board meeting we will need to approve the unaudited actuals.

5.2 Construction and Modernization Project Update
Jeff reported that we are now starting spending on construction and rehabilitation on the project. We had to pay PBK to work on the portables, which is required through DSA. Williams Scotsman adjusted some of their costs down based on what we had to pay for plumbing, gutters and electrical problems.
5.3 Superintendent
Kathleen reported that we would find out tomorrow if we made the August agenda for the State Allocation Board agenda. We will then be making phone calls and possibly making a trip to Sacramento.

5.4 Staff
We interviewed two candidates for the ASES and Cafeteria assistant and the board hired Lisa Asselin, who is Gloria Reynold's (the Food Service Director) daughter.

6.0 General Business

6.1 Interview, Consider and/or Approve Provisional Appointment of Board Member
Approved in a motion by Cyn Van Fleet; Second Sarah Brown; Unanimous

6.1a Administer Oath of Office
Katherine Bauer-Helwig administered the oath of office to Dena Magdaleno

6.2 Review/Approve Purchasing Hoopa Modular
Kathleen requested a cap amount for purchasing an additional modular building to be used as kitchen storage and additional office space. Jeff suggested that we put out an RFP and collect bids.
Approved putting an RFP out for an up to $35000 auxiliary building(s) by Cyn Van Fleet; Second James King; Unanimous

6.3 Review/Approve List of Surplus Materials to Discard

6.4 Discuss Architectural Plans with PBK

7.0 Future Business
The next board meeting will be Thursday, September 7th at 4:00pm

8.0 Adjourn
Burnt Ranch Elementary School District
Board of Trustees Regular Meeting

Thursday, December 7th, 2017
4:00pm Regular Meeting

Minutes

1.0 Formal Opening

1.1 Called to order by James at 4:08pm.

1.2 Roll Call- Board Members James King, Dena Magdaleno, Cyn Van Fleet, and Katherine Bauer-Helwig via telephone also present, Kathleen Graham, Jeff Caldwell, Kevin Nolen, Robin Dummer

1.3 Additions or Changes to Agenda – Moving General Business order items 8.2 and 8.6 prior to 8.1

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda. – No public in attendance

3.0 Correspondence

3.1 Amerigas Donation – As part of their School Days Program they made a donation of $231 that will be added to our future playground fund.

4.0 Accept Open Session Agenda

Motion by - Cyn    Second by - Dena    Vote - unanimous

5.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

5.1 Minutes – November 2, 2017

5.2 Warrants - November 1, 2017 – November 29, 2017

Motion to approve 5.1 and 5.2 by Dena    Second James    Unanimous

6.0 Reports

6.1 Business – Jeff presented the expenditure report. Projecting $113,262 more in the budget. Money is flowing for the building project. $400,000 has been earmarked for the kitchen. Jeff will cover more in 8.1.

6.2 Construction and Modernization Project Update – Kevin N. reported DSA approval on the kitchen and schedule is on track. On the 19th the second phase will be submitted to DSA.

6.3 Superintendent – Kathleen reported the Veteran’s Day presentation by Mr. Turney and class was a success. Other activities included, 8th grade went to HSU for College/Career Day, Site Council Meeting, Parent Conferences for 1st Trimester, a no power day, Kindergarten & 5th/6th Thanksgiving Feasts, 5th/6th grade to Fortuna for Ice Skating, 5th-8th grade Boys Basketball practice begins with Coach Rob Kilgore, 1st Trimester Awards Assembly and Cheerleader/Band performance and Santa’s Workshop by the ASES program. Upcoming events include a Winter Performance, minimum day and winter break.

6.4 Staff – No staff
6.5 LCAP- Kathleen reported she is still taking input on evaluating and changing the goals, actions and outcomes of the plan. Dena inquired if finalization was still in June, which Kathleen confirmed. There was discussion about the Dash Board being problematic.

6.6 Enrollment – 85 and Attendance- 96% for the first Trimester. Jeff reported budget assumption had previously been 90 and was reduced to 88 for the first intern and that the free/reduced % was also decreased.

7.0 Public Hearing
1st Interim Report - Open: 4:25 pm Close: 4:49 pm
Jeff presented the First Interim Report. Due to declining enrollment, property tax increase and a decreased Free and Reduced percentage Jeff made adjustments to the budget. As an additional requirement there will be a 2% adjustment for regular maintenance that will come from unrestricted and it may accumulate. There is an addition to Title 1 funds that will increase from $10,000 - $14,000, possibly for Instructional Aides. Construction cost projection is 11 million over a two-year period. Jeff illustrated a T-table diagram to explain the shifting of funds to account for the kitchen construction project. Jeff applied for an equipment grant for the cafeteria and is hoping to hear in January.

8.0 General Business
8.1 Review/Approve 1st Interim Report - Jeff will present

8.2 Annual Organizational Meeting – Dena moved to suggest the following:
• Elect President - Cyn Van Fleet
• Elect Vice President – Sarah Brown
• Elect Clerk – James King
• Establish Board meeting date and time – Meetings scheduled for the second Thursday of each month at 4:00 pm. Motion by Cyn Second by Katherine Unanimous

8.3 Appoint and Administer Oath of Office to Board members Sarah Brown, James King, Dena Magdaleno, and Cyn Van Fleet. Sarah not present; Katherine congratulated everyone; Motion by Dena Second by Cyn Unanimous

8.4 Review/Approve Resolution 201718-04 Fixing Time, Date, and Location of Regular Meetings – Established meeting Second Thursday

8.5 Review/Approve Resolution 201718-03 Declaring Withdrawal of Membership in the Schools Excess Liability Fund JPA- Cyn verified that this was something that other Trinity County Schools were doing. Motion by Cyn 2nd by Katherine Unanimous

8.6 Review/Approve Contract for Professional Services Construction Manager Multiple Prime Agreement –Kevin Nolen/CRM Group. Motion by Dena Second by Cyn Unanimous

8.7 Accept Employee Layoff Notice – We were no longer able to offer our current custodian 7-hours a day, a layoff was offered and agreed upon. More discussion in closed session. Motion by Dena Second by James Unanimous

8.8 Discuss/Approve Reassignment of Classified Employee – Kathleen reported that Katie has moved to Iowa and taken a full-time job there. Robin has stepped in to fill all her jobs, she should be moved from the Secretary/Admin. Assistant-Class K, Step 4 to Admin Assistant/Accounts- Class L, Step 4 effective this pay period. Motioned by James King Second by Dena Unanimous

8.9 Review/Approve Resolution 201718-05 Resolution to Establish Authorized Signatures for the Purpose of Approving Orders Drawn on the Funds of the School District- Remove Katie Niday as a signer and add Robin Dummer. Motion by James Second by Dena Unanimous

8.10 Review/Approve Coast Central Credit Union Account Signers- Remove Katie Niday as a signer and add Robin Dummer. Moved by James K Second by Dena M - Unanimous

8.11 Review/Approve Laborer Position to Burnt Ranch ESD Classified Salary Schedule- Position is requested for on-call/occasional workers for the building project. No benefits and non-prevailing wages. Discussion by Cyn and Katherine to clarify salary determination. Motion by James K Second by Dena M Unanimous
8.12 Review/Approve Declaring Equipment Surplus - We have a buyer (Lewiston ESD) for the Promethean Board and some interest in the office modular. Moved by James Second by Katherine - Unanimous
   a) Promethean Interactive Board SB 660 Purchased 2010; Promethean Projector Purchased 2016; Promethean Clickers Purchased 2010
   b) Modtech 2003 Modular Building
8.13 Review/Approve J 13 Waiver – Power Outage – This is for the all-day Power Outage on November 15th. Moved by Dena Second by James – Unanimous

9.0 **Future Business** – Next board meeting January 18, 2018 at 4:00 pm.

10.0 **Adjourn to Closed Session**
   10.1 Pursuant to Government Code §54957 To Consider the Appointment or Employment of a Public Employee. - To discuss the Custodian position.

11.0 **Return to Open Session** – Open - 5:40 pm Closed 6:03 pm

12.0 Adjourn by Cyn at 6:04 pm
BURNT RANCH SCHOOL DISTRICT
Governing Board of Trustees

Burnt Ranch Elementary School............................Thursday, February 2nd, 2017
251 Burnt Ranch School Rd..................................Regular Meeting – 4:00pm
Burnt Ranch, California

MINUTES

ATTENDANCE: Katherine Bauer-Helwig, Cyn Van Fleet, Doug Ritterbush, Sarah Brown,
Kathleen Graham, Katie Niday

1.0  Formal Opening

1.1  Katherine Bauer-Helwig called the meeting to order at 4:00pm.
1.2  Item 6.5 was added to the agenda resolution 2017-05

2.0  Public Communication: Persons wishing to address the Board on any item except personnel are
invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5
minutes per person, per topic. Please state your name and address before speaking. In accordance with the
Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1)
acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next
agenda.

3.0  Accept Open Session Agenda

Motion___Cyn Van Fleet____Second__Cyn Van Fleet_______Vote__Unanimous_______

4.0  Consent Agenda: The following consent agenda items are considered to be routine by the District
Board and will be enacted with one motion. There will be no separate discussion of items unless a Board
member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1  Minutes – January 9th, 2017
Passed by consent
4.2  Warrants – January 5th, 2017 – January 26th, 2017
Passed by consent

5.0  Correspondence

Bettina Blackwell at Trinity County Office of Education
Karen M. Rezendes at Lozano Smith Attorneys at Law

6.0 Reports

6.1 Facilities Master Plan Update
The committee is moving ahead, there are more steps than anticipated and the school is looking for additional funding.

6.2 Developers Fees Update
The school has received money from developers

6.3 LCAP

6.4 Superintendent
There is a TCOE spelling bee coming up the school will attend dependent on the slide. Boy's basketball team has had to cancel all games except for the tournament due to the slide. The team is now in the North Coast Athletic League so they will have several more games. There was a violin performance at Center Arts and the students loved it. Midyear assessments start next week. The ski trip is happening February 17th and then there is a week off for President's Week. History Day will happen when the students return from break.

6.5 Business
Jeff came and worked all day on Friday meeting with a construction manager

6.6 Enrollment and Attendance
92 students and ADA is 95.12%

6.7 Staff
Kristen Peckham is at a science workshop at TCOE for a few days this week. Ariel is hoping to go to a STEAM workshop in Redding if possible. Everyone has been pitching in for people that aren't able to work because of the slide

7.0 General Business

7.1 Review/Approve Participation in the California Health Kids Survey
Approved in a motion by Doug Ritterbush; Second Sarah Brown; Unanimous

7.2 Distribution of Form 700
The Form 700s were distributed

7.3 Review/Approve Resolution #2017-04 Support of Applications for Eligibility Determination and Funding Authorization to Sign Applications and Associated Documents
Approved in a motion by Cyn Van Fleet; Second Doug Ritterbush; Unanimous

7.4 Review/Approve Board Policies:
AR 5111.1..................................................District Residency
BP/AR 5141.21..................................................Administrering Medication and Monitoring Health Conditions
BP 6154..................................................Homework/Makeup Work
7.5 Review/Approve Resolution 2017-05 Changing Lincoln Day from the Friday or Monday of the Week of February 12th to the week of President’s Day. Approved in a motion by Sarah Brown; Second Doug Ritterbush; Unanimous

8.0 Future Business

The next board meeting will be Thursday March 2nd at 4pm. There is a board training on conflict of interest on the evening of March 13th if people would like to attend.

9.0 Katherine Bauer-Helwig adjourned the meeting at 4:50pm
Burnt Ranch Elementary School District  
Board of Trustees Regular Meeting  
Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California  

Monday, July 17th, 2017  
1:00 pm Regular Meeting

MINUTES

Attendance: Katherine Bauer-Helwig, James King, Sarah Brown, Cyn Van Fleet, Kathleen Graham, Jeff Caldwell, Ed Turney, Katie Niday

1.0 Formal Opening

1.1 Call to Order at 1:03pm
1.2 There were no additions or changes to Agenda

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

- Ed Turney the 3rd and 4th grade applicant introduced himself to the board.
- Bettina Blackwell invited the board member to an event in Weaverville on September 14th.
- Dena Magdaleno submitted a letter and resume to be considered for board appointment

3.0 Accept Open Session Agenda

Motion: Cyn Van Fleet Second: Sarah Brown Vote: Unanimous

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1 Minutes – June 1st, 2017
Passed by Consent

4.2 Minutes – June 5th, 2017
Passed by Consent

4.3 Warrants - June 1st, 2017 – July 12th, 2017
5.0 Reports

5.1 Business
Jeff supplied an expenditure report to the board and he explained the review process for invoices related to construction and modernization.

5.2 Construction and Modernization Project Update
The current gym is roughly 3,000 sq/ft and the new gym will be 5,000 sq/ft, which is a state requirement. The necessary sprinkler system in the new gym and water containment for the system will be $1,000,000+. During a meeting with DSA in Sacramento, Kathleen informed them of the unique conditions and needs for our rural school district. The decision was made to do the construction and modernization in three phases. Phase 1 is fixing the gym (mold abatement, gutting the interior and exterior etc.). Phase 2 is the classroom building and administrative building. Phase 3 will be increasing the size of the gym (pop-outs) and the fire suppression systems.

5.3 Superintendent
The year ended well, there was a lovely school potluck and performance. 8th grade trip to San Francisco worked out really well, they had a great time. Spring fun day was great. The nutrition Olympics went really well, kindergarten promotion and awards assembly. Great compliments about doing 8th grade graduation outside.

5.4 Staff
There is hope to hire a 3rd/4th grade teacher and assistant cook in August.

6.0 General Business

6.1 Review/Approve Purchasing Hoopa Modular
TABLED
Cyn Van Fleet expressed that she would only feel comfortable purchasing a modular for storage and adult use only. Cyn Van Fleet also expressed that she would like to see more than one price quote. Sarah Brown expressed that she would like to see a shed built up to code rather than a modular.

6.2 Review/Approve 2017/18 CRM Contract
Approved in a motion by Cyn Van Fleet, Second James King; Unanimous

6.3 Review/Approve 2017/18 PBK Contract
Approved in a motion by James King; Second Sarah Brown; Unanimous

6.4 Review Approve English-Language Arts curriculum:
Houghton Mifflin Harcourt: CA Journeys Kinder-6th Grade Premium Package 8 year
Approved in a motion by Cyn Van Fleet; Second Sarah Brown; Unanimous

6.5 Review/Approve LACO & Associates Geotech Exploration Services Agreement
Approved in a motion by Cyn Van Fleet; Second James King; Unanimous
7.0 **Future Business**

There will be a board meeting on August 10\textsuperscript{th}, at 9am.

The architects will be at the August 10\textsuperscript{th} meeting.

The September meeting will be September 7\textsuperscript{th}, 2017 at 4pm.

8.0 **Adjourn to Closed Session at 2:50**

8.1 Public Employment pursuant to Government Code §54957: Discuss/Hire Certificated Staff Member

8.2 Pursuant to Government Code §54957: Discuss Superintendent Contract

9.0 **Reconvene to Open Session**

9.1 Review/Approve 2017/18 Superintendent Contract

10.0 **Adjourn**
Burnt Ranch Elementary School District
Board of Trustees Regular Meeting
Burnt Ranch Elementary School
251 Burnt Ranch School Road
Burnt Ranch, California

Thursday, June 1st, 2017
1:00 pm Regular Session

MINUTES

Attendance: Katherine Bauer-Helwig, James King, Sarah Brown, Jeff Caldwell, Kathleen Graham, Katie Niday

1.0 Formal Opening

1.1 Katherine Bauer-Helwig called the meeting to order at 4:03pm
1.2 Item 7.11 was added to the agenda Resolution Ordering Governing Board Election

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

3.0 Accept Open Session Agenda

Motion__James King______Second__Sarah Brown_____ Vote__Unanimous__________

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1 Minutes – May 4th, 2017
Passed by Consent
4.2 Warrants – April 27th, 2017 – May 31st, 2017
Passed by Consent

5.0 Correspondence

PUBLIC HEARING ON LCAP
PUBLIC HEARING ON BUDGET

The 2017-18 Excess Reserve Worksheet was discussed

6.0 Reports

6.1 Business
Jeff Caldwell explained in detail the 2017-18 Budget

6.2 Construction and Modernization Project Update
6.3 Superintendent
Nutrition Education went well. Six students attended State History day in Sacramento. Indian Education fieldtrip to Hoopa Museum and they enjoyed it very much. The Mother's Day Tea hosted by the Kindergarten Class was wonderful as always. The Kindergarteners attended the Douglas City School Annual Kindergarten Track Meet and had a great time. The school potluck and Performance will be taking place June 1st. The last day of school is June 14th and 8th grade graduation will be that evening.

6.4 Enrollment and Attendance
Enrollment 93 an ADA over 95%

6.5 Staff

7.0 General Business

7.1 Review/Approve 2017/18 Annual Statement of Need
Approved in a motion by James King; Second Sarah Brown; Unanimous

7.2 Review/Approve 2017/18 Declaration of Need for Fully Qualified Educators
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.3 Review/Approve Resolution 2017-14 Establish School Facilities Fund 35
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.4 Review/Approve Resolution 2017-15 Resolution Changing Lincoln's Birthday
Approved in a motion by James King; Second Sarah Brown; Unanimous

7.5 Review/Approve Resolution 2017-16 Interfund Borrowing
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.6 Review/Approve Submittal Exchange costs for cloud-based Project Management tool requested by CRM Group
Contingent on the receipt of state funding Approved in a motion James King; Second Sarah Brown; Unanimous

7.6 Review/Approve 2017/18 Application for Federal Funding (ConApp)
Approved in a motion by James King; Second Sarah Brown; Unanimous

7.7 Review/Approve 2017/18 Bell Schedule
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.8 Review/Approve Burnt Ranch School Safety Plan
7.9 Accept Board Member Letter of Resignation
The board accepted the resignation of Doug Ritterbush

7.10 Review/Approve Board Policies:
   BP 0460  Local Control and Accountability Plan
   BP/AR 5141.52 Suicide Prevention
Approved in a motion by James King; Second Sarah Brown; Unanimous

8.0 Future Business

8.1 Special Board Meeting Monday, June 5th, 2017

9.0 Adjourn to Closed Session at 1:59pm

9.1 Pursuant to Government Code §54957: Conduct Superintendent Evaluation and Discuss Contract
9.2 Public Employment pursuant to Government Code §54957: Discuss/Hire Certificated Staff Member

10.0 Reconvene to Open Session at 3:00pm

10.1 Review/Approve Superintendent 2017/2018 Superintendent Contract
Approved in a motion by Sarah Brown; Second James King; Unanimous

11.0 Adjourn at 3:05pm
Burnt Ranch Elementary School District  
Board of Trustees Regular Meeting  
Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California  

Monday June 5th, 2017  
4:00 pm Special Meeting  

AGENDA

1.0 Formal Opening

1.1 Call to Order  
1.2 Additions or Changes to Agenda

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

3.0 Accept Open Session Agenda

Motion____James King____Second__Sarah Brown_______Vote___Unanimous_______

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

5.0 General Business

5.1 Review/Approve 2016/17 Inter-fund Transfers  
Approved in a motion by James King; Second Sarah Brown; Unanimous

5.2 Review/Approve 2017/18 LCAP  
Approved in a motion by Sarah Brown; Second James King; Unanimous

5.3 Review/Approve 2017/18 Budget  
Approved in a motion by James King; Second Sarah Brown: Unanimous

6.0 Future Business

7.0 Adjourn
Burnt Ranch Elementary School District
Board of Trustees Regular Meeting
Burnt Ranch Elementary School
251 Burnt Ranch School Road
Burnt Ranch, California

Thursday, March 2nd, 2017
4:00 pm Regular Session immediately followed by
Closed Session

MINUTES

Attendance: Katherine Bauer-Helwig, Cyn Van Fleet, Doug Ritterbush, Sarah Brown, Kathleen Graham, Jeff Caldwell, Katie Niday

1.0 Formal Opening

1.1 Katherine Bauer-Helwig called the meeting to order at 4:00pm
1.2 There were no additions or changes to the meeting

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

3.0 Accept Open Session Agenda

Motion_____Cyn Van Fleet______Second__Doug Ritterbush_____ Vote: Unanimous____

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1 Minutes – February 2nd, 2017
Passed by Consent
4.2 Warrants – January 27th, 2017 – February 22nd, 2017
Passed by Consent
5.0 Correspondence

6.0 Reports

6.1 Business
Jeff will wait u

6.2 Facilities Master Plan Update
We are still working on the Facilities Master Plan and will be working with a construction management plan, which will be discussed later in the meeting.

6.3 Superintendent
Nutrition education was great. Midyear assessment was given, intervention program is being tweaked and things are going well with excellent growth. There was no power on February 7th and 8th. Spelling bee in Weaverville was fine and the kids had fun. The boys basketball team has played a lot of games on the coast.
History Day was successful and Tim Nordstrom from TCOE came and was very informative. The ski trip is tomorrow. There will be 11 students going to Trinity County History Day next week. The whole school will be attending a jazz contest on March 31st.

6.4 Enrollment and Attendance
Enrollment is currently 92 and Attendance is 95%.

6.5 Staff

7.0 General Business

7.1 Review/Approve Second Interim Budget Report
Approved in a motion by Cyn Van Fleet; Second Sarah Brown; Unanimous

7.2 Discussion and input regarding 2017-18 LCAP format, development and goals
The 2017/20 will look very different than the older LCAP but it will hopefully function more efficiently

7.3 Collection of Form 700

7.4 Discuss/Approve authorizing a Developer Fee Study
We need to have a developer fee study in order to raise our developer fees to increase revenue.
Sarah Brown motioned to approve a developer fee study and directed the superintendent to select the best bid. Second by Doug Ritterbusch; Unanimous

7.5 Review/Approve The Request for Allowance of Attendance Because of Emergency Conditions on February 7th and 8th.
Approved in a motion by Cyn Van Fleet; Second Doug Ritterbusch; Unanimous

7.6 Complete Delegate Assembly Ballot for Subregion 2-A
The board approved the

8.0 Future Business
8.1 Brown Act Board Training – Monday, March 13, 2017 @ TCOE
8.2 April Board Meeting- Thursday, April 6, 2017 - 4:00pm

9.0 Adjourn to Closed Session

1. Government Code 54956.9(d) *
   Conference with and/or receive advice from legal counsel on existing or
   anticipated litigation

* Standard Closed Session Item

10.0 Reconvene to Open Session

11.0 Adjourn
CALL AND NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES,
BURNT RANCH SCHOOL DISTRICT

EMERGENCY BOARD MEETING
MINUTES

DATE: Friday, March 24th, 2017
TIME: 3:30pm
LOCATION: Burnt Ranch USFS Station
Burnt Ranch School Road
Burnt Ranch, California

Attendance: Katherine Bauer-Helwig, Cyn Van Fleet, Sarah Brown, Doug Ritterbush, Kathleen Graham, Tamera West, Ariel Steenblock-Smith, Kristi Kilgore, Mike Harding

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirements for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meeting during an emergency meeting.
(Government Code 54956.5)

Katherine Bauer-Helwig called the meeting to order at 3:36pm

1.0 Action Items

1.1 Declare an Emergency at Burnt Ranch Elementary School - Mold Remediation
1.1a Review/Approve Resolution 2017-07 For Emergency Work Pursuant to Public Contract Code 20113
Approved in a motion by Cyn Van Fleet; Second Doug Ritterbush; Unanimous

1.2 Approval and Ratification of Lease Agreement with Williams Scotsman, Inc.
Approved in a motion by Doug Ritterbush; Second Cyn Van Fleet; Unanimous

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda

3.0 Adjourn at 4:25pm
CALL AND NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES, BURNT RANCH SCHOOL DISTRICT

EMERGENCY BOARD MEETING MINUTES

At the direction of the President of the Board of Trustees of Burnt Ranch School District, an emergency meeting of the Board is hereby called:

DATE: Thursday, Marcy 30th, 2017
TIME: 1:00pm
LOCATION: Indian Association Hall
Veteran’s Hall Road
Burnt Ranch, California

Attendance: Katherine Bauer-Helwig, Cyn Van Fleet; Doug Ritterbush; Kathleen Graham

1.0 Katherine Bauer-Helwig Called the meeting to order at 1:00pm

2.0 Action Items

2.1 Review/Approve Resolution 2017-08 Resolution Authorizing Use of Hardship Funds
   Approved in a motion by Cyn Van Fleet; Second Doug Ritterbush; Unanimous

3.0 Public Communication:
   Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

4.0 Adjourn at 1:00pm
Burnt Ranch Elementary School District
Board of Trustees Regular Meeting
Burnt Ranch Elementary School
251 Burnt Ranch School Road
Burnt Ranch, California 95527

Thursday, November 2nd, 2017
4:00pm Regular Meeting

MINUTES

Attendance: James King, Cyn Van Fleet, Dena Magdaleno, Sarah Brown, Kathleen Graham, Jeff Caldwell, Sarah Supahan, Amy Curry, Kevin Nolen

1.0 Formal Opening
1.1 James King called the meeting to order at 4:03pm
1.2 Item 7.3 Review/Approve fixing the date, time, and location of the Annual Organizational Meeting was added

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

3.0 Correspondence
3.1 State of California

4.0 Accept Open Session Agenda
Motion___Cyn Van Fleet______Second___Sarah Brown______Vote___Unanimous_____

5.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

5.1 Minutes – October 5th, 2017
Passed by Consent

5.2 Warrants - September 28th, 2017 – November 27th, 2017
Passed by Consent

6.0 Reports
6.1 County-Wide Education Data Report by TCOE
Sarah Supahan and Amy Curry presented the Trinity County Education Data Report.

6.2 Business
Jeff reported the auditors will be coming soon and the next board meeting we will approve the 1st Interim Budget

6.3 Construction and Modernization Project Update
Jeff presented the updated monthly expenditure report. Kevin presented a schedule based on our current building plans.
6.4 Superintendent
Kathleen reported that it was awesome that we were able to pull off a volleyball season this year. We will most likely not be doing a girl’s basketball team this year due to lack of student interest, but there will be a boy’s basketball team and Rob Kilgore will be the coach. Kristi Kilgore did a Google tech night that was very successful and provided essential information about technology. The Harvest Festival was greatly attended; there was a staff development day on November 1st and Tamera West presented.

6.5 Staff
No report

6.6 CA Dashboard Local Indicator Report – Parent Student Surveys
Kathleen presented a PowerPoint slideshow that outlined the results of our Parent Student Surveys

6.7 LCAP
Kathleen has been working on the dashboard and continuing to look at our LCAP Goals.

6.8 Enrollment and Attendance
Enrollment is down (86), attendance is up.

7.0 General Business
7.1 Review/Approve Board Policies:
- All policies reviewed and approved.
  
  Motion Cyn Van Fleet  Second Dena Magdaleno Vote Unanimous
  BP 040 – Comprehensive Plans
  BP 0500 – Accountability
  BP/AR 1113 – District and School Web Sites
  BP 3280 – Sale or Lease of District-Owned Real Property
  BP 3513.4 – Drug and Alcohol Free Schools
  BP 4140/4240/4340 – Bargaining Units
  AR 5124.2 – Withholding Grades, Diploma or Transcripts
  AR 6112 – School Day
  BP 6153 – School-Sponsored Trips
  BP 6170.1 – Transitional Kindergarten

7.2 Review/Approve Deleting Board Policies:
- Approve and Delete Policy
  
  Motion Cyn Van Fleet  Second Dena Magdaleno Vote Unanimous
  BP/AR 0520.2 – Title I Program Improvement Schools

7.3 Review/Approve fixing the date, time, and location of the Annual Organizational Meeting
- December 7, 2017, 4:00 Burnt Ranch School
  
  Motion Sarah Brown  Second Cyn Van Fleet Vote Unanimous

8.0 Future Business
Next Board Meeting December 7, 2017, 4:00pm, Burnt Ranch School

9.0 Adjourn
James King adjourned meeting at 5:25pm
Burnt Ranch Elementary School District  
Board of Trustees Regular Meeting  
Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California  

Thursday, October 5th, 2017  
4:00pm Regular Meeting  

AGENDA  

Attendance: Katherine Bauer-Helwig, James King, Dena Magdaleno, Sarah Brown, Kathleen Graham, Jeff Caldwell  
Absent: Cyn Van Fleet  

1.0 Formal Opening  
1.1 Katherine Bauer-Helwig called the meeting to order at 4:05  
1.2 Roll Call  
1.3 There were no Additions or Changes to Agenda  

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.  

3.0 Accept Open Session Agenda  
Motion___Dena Magdaleno___Second___Sarah Brown___Vote__Unanimous______  

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.  

4.1 Minutes – September 7th, 2017  
Passed by Consent – with the addition of “No reportable action from closed session” to Item 10.0  

4.2 Warrants – August 31st, 2017 – September 27th, 2017  
Passed by Consent  

5.0 Reports  

5.1 Business
Jeff reported that he did not have anything to add, everything is going well. The projection for enrollment was very close (off by one student). He will start working on the First Interim in the coming months.

5.2 Construction and Modernization Project Update
Jeff presented the Financial Hardship Expenditure Report in detail; he noted that we have paid CRM Group for the first time since they began working with us in January. We have started including bottle water charges into all of the classrooms. Kathleen reported that our timeline keeps get messed up. She discussed the timeframe in three parts: making the gym useable, expanding the gym, and building our new classroom. Option Number One is they’re starting next week to abate the gym and the kitchen, they will continue to abate until it tests clean, we then move to room seven and remove all the old cabinetry and abate it and then have them put it back temporarily or do a final put back. Kevin Nolan anticipates getting the gym useable by Thanksgiving. All of this is contingent on someone bidding on this work. Kathleen thinks we should get the gym and kitchen (as a staging area) useable first, then getting room 7 up so we can have art and music in it.

5.3 Superintendent
Kathleen reported that girls volleyball is going well, there was an excellent back to school night that make money for the victims of the Helena Fire and the Burnt Ranch PTO. There was a roll over demonstration done by the ADA, there is a trip to the pumpkin patch on Thursday.

5.4 Staff
5.5 North State Together
5.6 LCAP
LCAP is moving along
5.7 Enrollment and Attendance
Enrollment is 89 and our attendance is 97%

6.0 General Business

6.1 Approval of the Bid for the Abatement of the Gym, Kitchen, and Classroom #7 (Interior Only) Bid Package 09.20.2017
Approved in a motion by James King; Second Dena Magdaleno: Unanimous

6.2 Review Approve Williams Quarterly Report
Approved in a motion by James King; Second Dena Magdaleno; Unanimous

6.3 Discuss CA Healthy Kids Survey for Trinity County
The board di

6.4 Review/Approve Repayment of Interfund Loan from Fund 35 School Facilities to Fund 40 Special Reserve Capital
Approved in a motion by Sarah Brown; Second James King; Unanimous

6.5 Review 2016-2017 CAASPP Scores
The board discussed that our math scores have increase significantly and we are hopeful that we continue to see them increase with our new internet connectivity

6.6 Discuss Fund 25 Developer Fees Expenditure Report
The board discussed the Fund 25 Developer Fees Expenditure Report

6.7 Discuss Prop. 30 Education Protection Account Expenditure Report
The board discussed the Prop 30 Education Protection Account Expenditure Report
6.8 Review/Approve Tobacco Use and Prevention Education (TUPE) Memorandum of Understanding (MOU)
Approved in a motion by James King; Second Dena Magdaleno; Unanimous

6.9 Review/Approve Board Policies:
   AR 4112.2, 4212.4, 4312.4 – Health Examinations
   BP/AR 5113 – Absences and Excuses
   BP/AR 5148.2-Before/After School
Approved in a motion by James King; Second Sarah Brown; Unanimous

7.0 Future Business

The next meeting will be on November 2nd, 2017 at 4pm.

8.0 Adjourn to Closed Session 6:04pm

9.1 Pursuant to Government Code §54957 To Consider the Appointment or employment of a Public Employee.

9.0 Return to Open Session 6:38pm

The Board reported that there was no action taken

10.0 Adjourn at 6:40pm
Burnt Ranch Elementary School District  
Board of Trustees Regular Meeting  
Burnt Ranch Elementary School  
251 Burnt Ranch School Road  
Burnt Ranch, California  

Thursday, September 7th, 2017  
1:00pm Regular Meeting  

MINUTES

ATTENDANCE: Katherine Bauer-Helwig, James King, Dena Magdaleno, Sarah Brown, Jeff Caldwell, Kathleen Graham, Katie Niday

1.0 Formal Opening

1.1 Katherine Bauer-Helwig called the meeting to order at 1:00pm
1.2 Item 7.6: J-13 or Smoke Day was added to the agenda

2.0 Public Communication: Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 5 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

3.0 Accept Open Session Agenda

Motion__James King____Second__Sarah Brown_______Vote__Unanimous____

4.0 Consent Agenda: The following consent agenda items are considered to be routine by the District Board and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which the items will be considered following approval of the Consent Agenda.

4.1 Minutes – August 10th, 2017  
Passed by Consent
4.2 Warrants - August 3rd, 2017 – August 30th, 2017  
Passed by Consent

5.0 Reports

5.1 Business  
Jeff reported that the unaudited actuals are ready for review later in the meeting.

5.2 Construction and Modernization Project Update  
Kathleen reported that she and Jeff went to Sacramento on August 23rd, and had the meeting in which our funding was approved. Mike McGuire’s office was incredibly
helpful throughout the entire process. We were approved for the design money to start the process with 1.5 million

5.3 Superintendent
Kathleen reported that they went to a trauma workshop on the 16th, it was so good. Staff day then teacher day then Sacramento. Volleyball practice has started, the day of the fire was very difficult, several staff members were stuck in Weaverville. Back to school night is September 7th and there will be a pizza dinner.

5.4 Staff
5.5 LCAP
Modification have been made to the LCAP and were submitted to Trinity County Office of Education in June.

6.0 Public Hearing

Sufficiency of Instructional Materials

Open: ___ 1:55 pm Close: ___ 2:00 pm

7.0 General Business

7.1 Review/Approve 2016-17 Unaudited Actuals
Approved in a motion by James King; Second Dena Magdaleno: Unanimous

7.2 Review/Approve Resolution 2018-01 Gann Limit
Approved in a motion by Sarah Brown; Second James King; Unanimous

7.3 Review 2016-2017 CAASPP Scores
TABLED

7.4 Review/Approve Resolution 2018-02 Sufficiency of Instructional Materials
Approved in a motion by James King; Second Sarah Brown; Unanimous

7.5 Review/Approve Board Policies:
BP 1340 – Access to District Records
BP/AR 3551 – Food Service Operations/Cafeteria Plan
AR 4112.2 – Certification
BP/E 6161.1 – Selection and Evaluation of Instructional Materials
BP/AR 6174 – Before/After School Programs
Approved in a motion by James King; Second Dena Magdaleno: Unanimous

7.6 Review/Approve J-13 for Smoke Day
Approved in a motion by Dena Magdaleno; Second James King; Unanimous

8.0 Future Business

The next board meeting will be October 5th, 2017 at 4pm

9.0 Adjourn to Closed Session

9.1 Pursuant to Government Code §54957 To Consider the Appointment or employment of a Public Employee.

10.0 Return to Open Session

11.0 Adjourn